

Department
of the
Treasury

Internal
Revenue
Service

Office of
Chief Counsel

Notice

N(30)000-352

October 8, 2000

Associate Chief Counsel
(Finance and Management)

Upon Incorporation

Subject: Restructuring

Cancel Date: into the CCDM

This notice is intended to advise Counsel employees of the change to the organizational structure and assignment of duties within the Office of the Associate Chief Counsel (Finance and Management).

The Office of the Associate Chief Counsel (Finance and Management) will reorganize in two phases. The first phase of the reorganization took place earlier in FY 2000. In that phase, the FM Assistant Chief Counsel (General Legal Services) was redesignated to the Associate Chief Counsel level, and Information Systems (IS) was formally moved to the IRS Chief Information Officer's organization.

The second phase of the reorganization involves the realignment of field support employees, except for paralegals, into Finance and Management (FM), under a Field Operations Division. Field Operations Division employees will be assigned to one of four FM Areas, each of which has an FM Area Manager. The ACC (FM) supervises, either directly or through or with the Deputy, four support areas located in Atlanta, Dallas, New York, and San Francisco. About 450 administrative and clerical support employees will be initially assigned to the four areas.

On October 8, 2000, the Office of the Associate Chief Counsel (Finance and Management) will be headed by an Associate Chief Counsel (Finance and Management), headquartered in Washington, D.C. The ACC (FM) reports to, and is supervised by, the Chief Counsel through the Deputy Chief Counsel (Operations). The position of Deputy Associate Chief Counsel (FM) will be reestablished and will report to the ACC (FM).

In addition to aligning the Field Operations Division into FM, other organizational changes will involve FM Branch level offices. These changes involve abolishing two former intermediate "Offices" and the "Office Director" positions, and redesignating four existing Branches as Divisions headed by Division Directors who report to the ACC (FM). The former intermediate offices of the Office of Human Resources and Office of Planning and Finance have been abolished. The Personnel Branch will be renamed the Personnel Policy and Operations Division. The Planning and Management Branch, Training and Communications Branch, and the Financial Management Branch will be redesignated the Planning and Management Division, Training and Communications Division, and Financial Management Division, respectively. Each division will have two or more subordinate branches and will be headed by a Director. The employee and labor relations function of the existing

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Personnel Branch will become the Labor and Employee Relations Division, the Director of which will also report to the ACC FM.

Further Information

Attached is the functional statement for the Office of the Associate Chief Counsel of the Finance and Management (FM). This statement provides a detailed description of the duties and responsibilities of the various FM officers and offices. Questions about this notice or its attachment should be directed to Richard Mihelcic. He may be reached by phone at (202) 622-3330.

 /s/
Stuart L. Brown
Chief Counsel

Attachment (1)

**OFFICE OF THE
ASSOCIATE CHIEF COUNSEL (FINANCE AND MANAGEMENT)
FUNCTIONAL STATEMENT**

1. PURPOSE. This document describes the organization and function of the Office of Associate Chief Counsel (Finance and Management) and the subordinate offices.
2. ESTABLISHMENT. There is established within the Office of Chief Counsel, Internal Revenue Service, an office known as the Office of the Associate Chief Counsel (Finance and Management). The office is headquartered in Washington, D.C., and maintains field operation offices in Atlanta, Dallas, New York and San Francisco.
3. MISSION. The mission of the Office of the Associate Chief Counsel (Finance and Management) is to supervise and oversee all counsel-wide finance and management activities and manage all field Counsel employees who are not attorneys, paralegals, or technical advisors and he will have authority to perform, and to delegate the authority to perform, all of the administrative functions necessary for the support operation of the field offices.
4. THE DUTIES AND RESPONSIBILITIES OF THE ASSOCIATE CHIEF COUNSEL (FINANCE AND MANAGEMENT) ARE:
 - a. To direct, supervise, and evaluate the work of the heads of Counsel-wide finance and management activities: Human Resources, Executive Resources, Training and Communications, Financial Management, Planning and Management, Library functions, and Field Support Operations (including administrative/clerical support for the LMSB and SB/SE Division Counsel headquarters).
 - b. To be responsible for the general administration and management of the Office nationally, and to prepare and issue appropriate orders, instructions, and directives pertaining to management and administrative matters for guidance and planning of the Office.
 - c. To serve as the Financial Plan Manager for the Office, and to plan, direct and coordinate the financial management and administrative policies and programs of the Office, including all personnel-fiscal and budgetary operations.
 - d. To direct the management of the field non-legal support operations, including all administrative, program and clerical personnel who provide support to all field functions; to supervise the administrative/clerical support operations for the LMSB Division Counsel and SBSE Division Counsel headquarters; to supervise and manage, and delegate the authority to supervise and manage (both to FM supervisors and Counsel supervisors outside of FM) all field Counsel employees who are not attorneys, paralegals, or technical advisors; and to perform, and to delegate the authority to perform, all of the administrative functions necessary for the support operation of the field offices.

e. To serve as the project manager for Counsel's National Automation initiative, CASE. To be responsible on behalf of the Chief Counsel for the viability and continued progress of the Counsel information systems program, which is administered by the IRS Chief Information Officer's (CIO) organization. Accomplishes this through continuing oversight of the CIO's formulation and execution of Counsel's budget for the Counsel Automated Systems Environment (CASE) initiative (approximately \$15 million for FY 1999). Through the Counsel Information Management Policy Board (IMPB) ensures the CIO is provided overall program priorities for the CASE initiative in concert with Counsel's business requirements. Signs-off on the annual program letter which is used as a basis for the budget spending plan development process; receives advance notice of any proposed reductions or redirection of funds; and provides comments and recommendations to the CIO relative to the impact of such changes on Chief Counsel's ability to carry out effective legal support to the Service.

f. To manage the Office's business systems and strategic planning processes and organizational studies and analyses. Assists in the formulation of executive performance goals and organizational measures; provides management consulting services on organizational performance issues; and ensures continued viability of management information systems for workload staffing and time-reporting.

g. To direct the management of the Chief Counsel Library, a highly specialized tax law library system, which provides the Office of Chief Counsel and IRS staff with support in all substantive areas of the mission of the IRS as it pertains to tax law.

h. To direct the management of the full range of human resources functions nationally, and chairs Executive Resource Boards as directed by the Deputy Chief Counsel. Establishes, implements and evaluates policies and programs to ensure that all required human resources services, training, and workforce communications are provided throughout the Office. Serves on the National Partnership Council, deals with a wide variety of labor and employee relations matters, and is authorized to approve a variety of personnel actions, including settlements in grievance/adverse action cases.

i. To approve or disapprove all requests for waivers of overpayment of pay and allowances up to \$1,500.

j. To authorize or approve the allowance and payment from Government funds of expenses related to relocation of employees, and related advance of funds, in accordance with GSA Federal Property Management Regulations Part 101-7, Federal Travel Regulations; Department of the Treasury Directives Manual Chapter TD 70, Section 02; and Chapter 500, IRM 1763, Travel Handbook.

(1) This delegation does not include the authority to agree to the payment of moving expenses by an office other than the gaining office in transfers between the IRS and another agency, department, bureau of the Department of the Treasury, etc.

(2) This delegation does not include the authority to approve a period of service of less than two years, or to accept separation, without penalty, from service before the end of a year of service, with respect to employees serving outside the conterminous United States under circumstances requiring 2 years of service.

(3) This authority may not be redelegated.

/s/

Stuart L. Brown
Chief Counsel
Internal Revenue Service